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Reserve

:  
: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 137  
: June 7, 1948  
:  
: PMA PROCEDURE TRANSMITTAL

### NOTICE

PERSONNEL DESIGNATIONS: Mr. James E. Thigpen has been designated Director of the Tobacco Branch effective June 1, 1948. Mr. Thigpen formerly served as Assistant Director of the Branch.

Mr. Stephen E. Wrather will continue as Assistant Director of the Tobacco Branch.

### NEW RELEASE

315.4  
5-28-48

SEPARATION - EMPLOYEES ON MILITARY FURLOUGH: Provides a method for separating from the rolls employees whose date of discharge from the Armed Forces cannot be ascertained. Restoration rights and all benefits to which such an employee would be entitled are preserved. Distribution: A, B.

### REVISIONS AND CHANGES

309.1  
6-1-48

PERSONNEL STATISTICS REPORTS: This Instruction has been brought up to date as to reports currently required. It also eliminates the listing of payroll offices, as the reporting offices are informed at all times regarding any changes in payroll offices. The revision also eliminates reference to the governing PDI and refers to the governing new Department Administrative Regulation. This Instruction supersedes 309.1 dated 7-8-46, which should be removed from the manual. Distribution: A.

416.2  
6-2-48

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT, AND MISCELLANEOUS SERVICES - AREA AND FIELD: This complete reissuance of the Instruction incorporates the following major changes:

1. The Instruction is now applicable to all field offices except CCC Offices at Kansas City, Minneapolis, Portland, and New Orleans.
2. Local purchase authority of field offices expanded to provide for purchasing of office supplies direct from Supply Centers of the Bureau of Federal Supply.
3. List of luxury or nonessential items made to conform to Administrative Regulations.

PMA PROCEDURE TRANSMITTAL

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REVISIONS AND CHANGES (Cont'd)

- 416.2 (Cont'd) 4. Procedure established for ordering by field offices from Supply Centers of the Bureau of Federal Supply.

A new Forms Manual Insertion for Form AD-14, "Request for Supplies, Equipment, or Service," for ordering direct from Supply Centers of the Bureau of Federal Supply and a revision of the Insertion now in the Manual for ordering from sources other than Supply Centers of Bureau of Federal Supply, will be issued with the next regular Procedure Transmittal. Distribution: (AA-03), (A, B Field Only), (A-05, B-05 Washington).

OBSOLETE

- 110.6  
3-14-47 ABOLITION OF THE SPECIAL COMMODITIES BRANCH: This Instruction was a release of announcement nature and is not needed for continual use. Remove from manual. Distribution: A, B.

- 110.7  
3-14-47 ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLOCATIONS AND THE OFFICE OF FOREIGN PROGRAMS COORDINATION: This Instruction has been superseded by Instruction 111.27 dated 5-6-48. Remove from manual. Distribution: A, B.

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

SEPARATION - EMPLOYEES ON MILITARY FURLOUGH

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I PURPOSE

In accordance with a memorandum from the Director of Personnel dated January 20, 1948 (see Personnel Notice 309) the Washington and field Personnel offices have been conducting a survey to determine whether employees carried on military furlough have been discharged from the military service. In many cases, a letter addressed to the employee at his last known address has been returned unclaimed. Inquiries sent to the Armed Services have been unanswered, or returned with a notification that the information desired is not available. This Instruction provides a method for the separation of these employees.

II PROCEDURE

The Office of Personnel has approved the following procedure:

A A military furlough employee may be separated without determining the date of discharge from the armed forces, provided:

1 A letter addressed to the employee at his last known address has been returned unclaimed, and

2 (a) The military department in which the employee served has advised that it cannot supply information as to his date of discharge, or (b) at least two inquiries have been sent to the military department and have been unanswered.

B The "Separation - No Return from Military Furlough" action shall outline under "Remarks" the efforts made to obtain the date of discharge. This shall include the dates of inquiries and the results. In addition, the following notation shall be put under "Remarks": Restoration rights to which employee may be entitled are preserved.

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

PERSONNEL STATISTICS REPORTS

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I PURPOSE

This Instruction lists the regular personnel reports required in PMA and names the offices responsible for preparing and submitting the reports.

II PREPARING OFFICES

A Reports shall be prepared and submitted direct to the Washington Personnel (PE) Division by the following offices covering employees under their jurisdiction:

- 1 Northeast Area PE Division, New York, New York.
- 2 Southeast Area PE Division, Atlanta, Georgia.
- 3 Midwest Area PE Division, Chicago, Illinois.
- 4 Southwest Area PE Division, Dallas, Texas.
- 5 Western Area PE Division, San Francisco, California
- 6 CCC Field Office, Portland, Oregon.
- 7 CCC Field Office, New Orleans, Louisiana.
- 8 CCC Field Office, Kansas City, Missouri.
- 9 CCC Field Office, Minneapolis, Minnesota.
- 10 Personnel Division, Washington, D. C.

B The Washington PE Division will prepare consolidated reports for PMA for distribution as required.

III PAYROLL OFFICES RESPONSIBLE FOR SUPPLYING DATA NEEDED FOR FORM  
PMA-213

The information required from payroll offices in PMA Instruction 309.2, "Monthly Report of Personnel", will be supplied by each payroll office to the appropriate preparing office shown under Paragraph II above.

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## PERSONNEL STATISTICS REPORTS

## IV REPORTS REQUIRED - WHEN DUE

<u>Form No.</u>	<u>Title</u>	<u>Number of Copies To Washington PE Division</u>	<u>To Reach Washington PE Division By</u>
PMA-213 (See PMA Inst. 309.2)	Monthly Report of Personnel	Original	5th of each month
None (See 8 AR 1329 & 1330)	Report of Negro Employment	Original	October 18
None (See 8 AR 1336)	Monthly Report of Persons Who Have Retired During the Month	Original	7th of each month
OP-18 and attach- ments (See 8 AR 1345, 1346 and 1347)	Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation	Original	August 10
None (See 8 AR 1352, 1353, and 1354)	Annual Report of Geographic Distribution of Federal Civilian Employment	Original	January 13
None (See 8 AR 2413, 2426)	Length of Service Award	Original and two copies	February 10
None (See PMA Inst. 309.3)	Visitors Represent- ing Foreign Govern- ments	Original	14th of each month providing there is data to report

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT  
AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES

I PURPOSE AND SCOPE

This Instruction establishes authorities and prescribes procedure for the acquisition of forms and administrative supplies, equipment and miscellaneous services, by all area and field offices of the Administration except:

- A CCC Offices at Minneapolis, Minnesota; Kansas City, Missouri; Portland, Oregon; and New Orleans, Louisiana.

II DEFINITIONS

A Supplies - Means stationery, stamps, and other common office supplies of an expendable nature, bus, subway and streetcar tokens or passes, and automotive and common laboratory supplies. (Dictionaries and other purchased published materials shall be requisitioned in accordance with Instruction 418.2, "Procurement of Purchased Published Material - Area and Field.")

B Forms - Means printed standard or special forms stocked in Supply Centers of the Bureau of Federal Supply, Area AS Divisions, or in Washington. All requisitions for forms must be submitted to the Area AS Divisions.

C Equipment - Means office furniture, file sections, office machines, laboratory equipment, automotive equipment, and all other items of a nonexpendable nature.

D Miscellaneous Services - Refers to such services as repairs, cleaning, or other servicing of office and mailing room machines (including typewriter), crating, drayage, and so forth.

E Local Purchases - Applies to a purchase made under authority of a Letter of Authorization by an employee stationed in the field, whether or not the source of the purchase is in the immediate vicinity of his official station.

III PURCHASING AUTHORITIES

All PMA offices will be expected to conduct all purchasing activities on a standard which will afford the Department complete freedom from embarrassing criticism. Supplies, equipment and services for which purchasing authority is not specifically given below shall be requisitioned from the Area Administrative Services (AS)

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Division in accordance with paragraph VI of this Instruction.

A Outside Continental United States - Officers stationed or in travel status outside the continental limits of the United States are authorized to purchase all supplies, equipment and services in accordance with the conditions of their Letters of Authorization and are not subject to the restrictions specified for field offices.

B Field Offices - Subject to the provisions of the governing Station Letter of Authorization or other branch authority, and exceptions and limitations set forth in this Instruction, field offices may purchase locally such supplies or services as bus, subway and streetcar tokens or passes, postage stamps, drayage, typewriter repairs, minor repairs to office and mailroom machinery and automotive equipment, and gasoline, oil and grease for Government owned motor vehicles, and are authorized to forward requisitions (Form AD-14) direct to Supply Centers of the Bureau of Federal Supply for only expendable supplies listed in the BFS Stock Catalog. PMA State Offices are also authorized to forward requisitions direct to the Supply Centers of the Bureau of Federal Supply for expendable supplies and office furniture for County Association Offices. (See Section VII). PMA State Offices are also authorized to issue purchase orders (Form AD-38) to the Bureau of Federal Supply for public utility services available under Bureau of Federal Supply contracts. These authorities do not apply to any office located in an area city except for purchases of gasoline, oil and grease for Government owned motor vehicles. These offices shall requisition all supplies, forms, equipment and services from the Area AS Divisions.

IV LIMITATIONS ON AND FACTORS GOVERNING FIELD PURCHASES

No officer or employee in a position to cause purchase of supplies shall be interested in any company, firm, or corporation doing business with the Department, unless such interest shall be disclosed in writing and approved by the Administrator in advance of the purchase by the officer or employee.

A Purchase From Federal Employees - Shall not be made unless there is no other source of supply, or exigency of the need (such as fire, flood, loss of life hazard) unquestionably warrants such action. In such cases, payment voucher must be submitted for retroactive approval. When an emergency does not exist, but there is no other source of supply, purchase from any Federal employee requires advance approval in Washington. The officer in charge of the field office shall submit

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request for approval to the Area AS Division together with substantial evidence of the necessity for the purchase and all information pertinent to the purchase from the employee, including the advantage to the Government.

B Availability of Funds - Purchases may not be made under the authorities granted in Paragraph III B unless funds are available for the purchase.

C Emergency Purchases - Under no circumstances shall supplies, equipment or services not specifically set forth in Paragraph III B be purchased or secured by field offices without prior approval of the Area AS Division, except in emergencies of such nature that prior approval cannot be secured. In such cases, field offices (excluding area offices and field offices located in area cities) and employees in a travel status may purchase the supplies, equipment, or services and submit a justification for the emergency purchase with all copies of the voucher. Where necessary that such purchases be made by PMA State Offices and the Western Regional Laboratory, the justifications for such emergency purchases shall be forwarded to the appropriate Area AS Division but need be accompanied by only one copy of the voucher. Emergency purchases shall not be construed to include supplies, equipment, or miscellaneous services, the need for which was brought about by situations which could have been avoided by reasonable forethought, except when PMA operations would be adversely affected if the purchase were not made, or when fire, flood, or loss of life hazard exists. (Also see paragraphs IV D, E and F.) Proof that sufficient emergency existed rests with the employee who made the purchase and he is responsible for payment if payment with Government funds is disapproved.

D Envelopes and Blank Books - Under no circumstances may field offices purchase envelopes of any type, printed or plain, stenographers' notebooks, or other blank books.

E Federal Prison Industry and Blind-Made Products - Supplies available from Federal Prison Industries, Incorporated, and "Blind-made" supplies shall not be purchased in the open market without prior approval of the Area AS Division. Examples of such supplies are brooms, brushes, mops, canvas goods, castings, clothing, cotton textile products, some types of furniture, gloves, desk and door mats, mattresses, and shoes.

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F Luxury or Nonessential Supplies - The items listed below are classed as luxury or nonessential items and shall not be purchased locally. Where it is considered that there is an absolute need for such items, they may be requisitioned, provided such requisitions are accompanied by detailed information justifying the need.

Bookcases, executive type	Davenport
Bookends, ornamental	Desks, executive type
Carafe sets, or components thereof	Desks, typists, executive type
Chairs, upholstered, executive type	Lamps, floor
Chairs, typists, to match executive type desk	Pens or pen sets, types over \$5.00
Clocks, desk or mantel (other than ordinary inexpensive types needed for regular office or laboratory use at departmental buildings or stations that are not or cannot feasibly be equipped with wall clocks for general office use)	Sofas
	Stands, smoking
	Rugs
	Tables, conference, executive type
	Trays, letter, executive type
	Wardrobes, executive type
	Wastebaskets, executive type

G Machine Servicing and Repairs - Repairs to office machines shall be made by the manufacturer's agent for the particular machine, provided such agent operates under a Bureau of Federal Supply contract. If there is no manufacturer's agent in the locality, or if the available agent does not operate under a BFS contract, the machine may be serviced by any manufacturer's representative, provided he operates under a BFS contract and charges BFS contract prices for his parts and services. If no authorized manufacturer's representative operating under a BFS contract is available, the services of a reliable independent local dealer may be obtained following reasonable price inquiry among available independent dealers. The Area AS Division shall keep all field offices advised regarding current BFS contracts, but it is the responsibility of the officer in charge of the field office to ascertain independently that the desired service is not available under BFS contract prior to soliciting independent dealers.

V METHODS OF PURCHASES AND PAYMENT - LOCAL PURCHASES

Purchase orders shall not be issued by field offices except as provided for in III B. If a vendor requires a confirming purchase order for

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an authorized purchase, the officer in charge shall request the issuance of such confirming order by the Area AS Division.

A Use of Standard Form 1034 - Standard Form 1034 SF-1034  
(Revised), "Public Voucher for Purchases and Services Other Than Personal," shall be used for all local purchases, except when the vendor demands cash payment or when cash payment is deemed advisable under the particular circumstances.

1 Preparation and Submission - (DOES NOT APPLY TO VOUCHERS PREPARED BY PMA STATE OFFICES AND THE WESTERN REGIONAL LABORATORY. VOUCHERS SHALL BE PREPARED AND DISTRIBUTION MADE BY SUCH OFFICES TO MEET THE REQUIREMENTS OF THEIR RESPECTIVE FISCAL OFFICES. ONE COPY OF EACH VOUCHER PREPARED SHALL BE FORWARDED TO THE APPROPRIATE AREA AS DIVISION). The voucher shall be prepared in an original and four copies. The field office should have the vendor complete the voucher and sign the original only, or submit an original and four copies of an invoice, the original of which shall bear the following certification signed by the vendor:

I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and Labor standards and all conditions of purchase applicable to the transaction have been complied with; and that State or local sales taxes are not included in the amounts billed.

PAYEE \_\_\_\_\_

Per \_\_\_\_\_ Title \_\_\_\_\_

Upon receipt of the voucher or the certified invoice, the officer in charge shall complete the voucher as necessary, including the following information if it has not already been included on the voucher or invoice:

- a Name and address of ordering office and date of order.
  - b Name and address of vendor.
  - c Details of purchase.
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- d Sufficient description of item to enable ready and positive identification.
- e Unit and unit prices.
- f Number of units.
- g Total price.
- h Discount terms.
- i Allotment advice number

When the voucher has been completed, the officer in charge shall sign the original only, to the left of the space provided for the certifying officer's signature, submit the original and two copies direct to the appropriate fiscal office, one copy to the appropriate Area As Division and retain one copy for record purposes. When the voucher is supported by a certified invoice, the original and copies of the invoice shall be attached to the original and copies of the voucher. It is important that all vouchers be submitted promptly.

B Cash Purchases - When cash payment is made, the officer in charge shall claim reimbursement on Standard Form 1012 (Revised), SF-1012 "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel." This voucher shall be completed in an original and four copies and shall be supported by (1) signed receipt, if the cash purchase from any one dealer at any one time exceeds \$1.00, except that an employee engaged in the enforcement of regulatory laws may make cash purchases without obtaining receipts when such authority is provided in his letter of authorization, and (2) except for postage stamps, a statement of the circumstances which necessitated cash procurement if the aggregate amount from any one dealer at any one time exceeds \$5.00. The officer in charge shall retain one copy of the voucher for record purposes and submit the original and two copies direct to the appropriate fiscal office and one copy to the appropriate Area AS Division. (VOUCHERS SHALL BE PREPARED AND DISTRIBUTION MADE BY PMA STATE OFFICES AND THE WESTERN REGIONAL LABORATORY TO MEET REQUIREMENTS OF THEIR RESPECTIVE FISCAL OFFICES. ONE COPY EACH VOUCHER PREPARED SHALL BE FORWARDED TO THE APPROPRIATE AREA AS DIVISION).

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C Postage Stamps - The Post Office Department will no longer accept SF-1034 as payment for postage stamps. Field offices must, therefore, either pay the local postmaster in cash and claim reimbursement on SF-1012, or requisition stamps from the appropriate Area AS Division. The Area AS Division will forward the requisition to the fiscal office which will fill it from the supply of stamps maintained on hand for that purpose. Note: As postage stamps are of a negotiable nature, they are subject to audit as to accountability. Requisitioning officers shall exercise care in the purchase, issuance and use of stamps and shall maintain records of stamps purchased and issued. The records kept should reflect each denomination of stamps, the date of purchase, document number, and number and value purchased, date issued for use, number issued and value, and to whom issued. Purchases for current use should be held to a minimum, consistent with operating needs, and, except in unusual circumstances, single purchases of stamps shall not exceed the amount required for a thirty-day period.

D Reasonable Price Inquiry - Purchases made on a competitive market, except for very minor purchases, must be supported by evidence that reasonable price inquiry was made. This evidence may be in the form of an abstract of written or verbal quotations secured, typed on the reverse side of SF-1034, or attached thereto, or attached to SF-1012 if it was a cash purchase. This does not apply when the purchase is made under contracts, such as those covering service station deliveries of gasoline or lubricating oils. In those cases, the field office shall insert the covering contract number in the space provided on the voucher.

VI PREPARATION AND ROUTING OF REQUISITIONS TO BE HANDLED BY AREA  
AS DIVISIONS

The original and one copy of all requisitions for supplies, equipment and services must be autographically approved by the officer in charge of field offices, or the authorized officials in area offices.

A' Minimum Number of Requisitions - Each requisitioning office should check its supply requirements carefully in order to reduce the number of requisitions to an absolute minimum and eliminate the necessity for placing emergency orders in so far as possible. Each requisitioning office shall maintain not less than a month's supply on hand and, where practicable, requisitions should be submitted quarterly. Requisitioning offices should anticipate their needs and place requisitions thirty days in advance of requirement so as to

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permit shipment to be made by the most economical means. All shipments of forms will be made by the cheapest means unless other means are specifically requested.

B Separate Requisitions - Shall be submitted for (1) supplies, (2) forms, (3) equipment, and (4) services, with a further breakdown of separate requisitions within each category for each allotment advice number to be charged. A further breakdown is necessary in the case of forms, in that each type of serially numbered form shall be requested on separate requisitions.

C Use of AD-14 (Rev. August 1944) - Distribution of Copies - Form AD-14, "Request for Supplies, Equipment or Service," shall be prepared in an original and four copies for supplies, equipment, or services, and in an original and three copies for forms. The requisitioning office shall retain one copy of each requisition and forward the original and remaining copies to the Area AS Division. Memorandums of transmittal shall not be used, except in unusual cases. Information of justification to be conveyed shall be incorporated in the body of the requisition.

D Numbering Requisitions - Each requisitioning office shall assign numbers for all AD-14's in one numerical sequence for all types of requisitions. This number shall be inserted in the upper left corner above the form number. Correspondence relating to requisitions shall refer to these requisition numbers and date.

E Appropriation Symbol - The full title and complete General Accounting Office symbol numbers of the appropriation chargeable shall be shown in the upper right hand corner on the line headed "Approp. Symbol".

F Allotment Advice Number - The allotment advice number to which the supplies are to be charged must be indicated in the space provided.

G Delivery Address - All requisitions must clearly indicate the complete address to which delivery or shipment is to be made. The branch or staff office, building or street address, room number, and city and state should appear in every instance. Whenever practicable the name of the employee who will actually be responsible for receiving the shipment should be indicated. In the event the delivery

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address should be changed prior to the actual delivery of the supplies, forms or equipment, an immediate notice of such change should be prepared and routed through the same channels as the requisition.

H Description - In placing requisitions for supplies and equipment, extreme care should be exercised to see that the description is complete and accurate and that where stock lists and catalogs are available that the item numbers and units of issue are properly shown. The quantity required of any item should be shown in accordance with the "Unit of Issue" indicated for such item. If practicable, reference should be made to a manufacturer's make or model number or catalog number. In addition, the requisitioning office may indicate known sources of supply. Where forms are requested, they shall be grouped by classification, such as Standard, AD, PMA and so forth, and shall be listed in numerical sequence under each alphabetical designation. The correct titles of the forms shall also be shown.

I Emergency Purchases - When an emergency purchase is made by a field office and the vendor requires a confirming purchase order, the requisitioning office shall submit a requisition giving complete information, including date of delivery, necessity for issuance of the confirming purchase order, and statement setting forth the exigency which necessitated the emergency purchase.

VII PURCHASES FROM SUPPLY CENTERS OF THE BUREAU OF FEDERAL SUPPLY

The Bureau of Federal Supply will accept properly completed Form AD-14 (Rev. Aug. 1944) "Request for Supplies, Equipment, or Service" in lieu of Form AD-38, "Purchase Order".

1 As of July 1, 1948, PMA State Offices and the Western Regional Laboratory shall discontinue the issuance of Form AD-38 to the Supply Centers and shall issue Form AD-14 in lieu thereof. With the exception of a small supply which should be retained for possible use in placing orders with the Bureau of Federal Supply for public utility services covered by Bureau of Federal Supply contracts, stocks of Form AD-38 on hand shall be forwarded to the appropriate Area AS Division.

2 Effective July 1, 1948, all other field offices having requisitioning authority are authorized to submit Form AD-14 direct to the Supply Centers for only expendable supplies carried by the centers.



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3 Arrangements have been made with the Bureau of Federal Supply for the forwarding to field offices of necessary catalogs, and to place such offices on mailing lists to receive supplements to the catalog, special listings, etc. Field offices should advise the appropriate Supply Center of any change in the name or address of the office.

REQUISITIONS FOR FORMS, NOTEBOOKS, STENOGRAPHERS' NOTEBOOKS, BLANK BOOKS, DICTIONARIES, ENVELOPES, AND ANY ITEMS OF A NON-EXPENDABLE NATURE SHALL NOT BE SENT DIRECT TO SUPPLY CENTERS BUT SHALL CONTINUE TO BE SENT TO THE APPROPRIATE AREA AS DIVISION.

A Minimum Number of Requisitions - See Paragraph VI A.

B Use of AD-14 (Rev. Aug. 1944) - Distribution of Copies - AD-14 Form AD-14 shall be prepared in an original and three copies, the original of which must be autographically approved by the officer in charge of the field office. The requisitioning office shall retain one copy of the requisition, the original and one copy shall be forwarded to the appropriate Supply Center, and the remaining copy shall be forwarded to the appropriate fiscal office.

C Requisition Identification - Each requisitioning office shall adequately identify AD-14's issued. Such identification shall include the branch abbreviation, number of requisition in numerical sequence, fiscal year identification, and place where issued. A system of identification such as "CB-1-49 (Memphis)", would show that the requisition was the first requisition issued during the fiscal year 1949 by the Cotton Branch office in Memphis, Tennessee. The identification shall be inserted in the upper right hand corner on the line headed "Bureau No." Correspondence with the Supply Centers relating to the requisitions shall refer to the requisition identification.

D Appropriation Symbol - The full title and complete General Accounting office symbol numbers of the appropriation chargeable shall be shown in the upper right hand corner on the line headed "Approp. Symbol."

E Allotment Advice Number - The allotment advice number to which the supplies are to be charged must be indicated in the space provided.

F Billing Instructions - There shall be shown in the body of the form on all copies the following billing instructions: Bill by 991 Voucher to: (complete address of appropriate fiscal office to

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be billed).

G Delivery Address - See Paragraph VI G.

H. Description - In placing requisitions for supplies extreme care should be exercised to see that the description is complete and accurate and in complete accord with the descriptions shown in the Bureau of Federal Supply catalog. Prices as listed in the catalog should be shown on all copies of the requisition. Complete information on required description of items is shown in the stock catalog.

I Non-back Order System - In order to eliminate the delay in delivery, the possible receipt of duplicate shipments, and the extra paper work in the fiscal offices attendant on the back ordering of supplies temporarily out of stock in the Supply Centers, the Area AS Divisions will arrange with the Supply Centers that items out of stock will not be back ordered. The notation "do not back-order" should be typed or stamped on all requisitions. Where the item requisitioned is not in stock, the packing slip returned to the requisitioning office will show such item deleted. The requisitioning office should then request the Area ASD to effect the purchase, or if the item is urgently needed request authority of the Area ASD for local purchase, indicating in either instance that the item had been previously deleted by the Supply Center, or the requisitioning office may re-requisition the item from the Supply Center on the assumption that the stock will have been replenished.

J Handling Shipments - Where it is anticipated that difficulty will be experienced in physically handling shipments received in large, heavy containers, particularly in the case of mimeograph paper, a notation should be shown on the requisition requesting the Supply Centers to break the shipment down into small, easily handled containers.

K Receipt Copy - Shipments made by Supply Centers on the basis of requisitions submitted will be accompanied by a copy of the requisition which will serve as a packing slip. Upon receipt of the shipment the officer in charge of the requisitioning office shall indicate the date of receipt, sign the requisition and forward it to the appropriate fiscal office.

VIII RECEIPT FOR SUPPLIES AND EQUIPMENT

A When Supplies, Equipment or Services are not satisfactory - If material is received in a broken or damaged condition, the material

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or service does not meet specifications, or the quantity covered by the purchase order or requisition is not received, the officer in charge of the requisitioning office shall indicate such fact in detail on the receipt copy of the purchase order or requisition. If the purchase was made by the Area AS Division such office should be advised of the shortage, damage, etc. in order that necessary adjustment can be made. If the purchase was made by the field office from the Bureau of Federal Supply, the field office shall take care of the necessary adjustment directly with the appropriate Supply Center.

B When Purchase Order is Issued by Area AS Division -

1 When a Form AD-38, "Purchase Order," is issued to fill a field requisition submitted by other than the PMA State Offices or Western Regional Laboratory, the Area AS Division shall forward the requisitioning office the green copy (Receipt Copy) and a white copy ( Requisitioning Office's Copy ). The white copy shall be retained for record purposes by the requisitioning office. Upon satisfactory delivery of the material or rendering of the service covered by the purchase order, the officer in charge of the requisitioning office shall execute the green copy in the space provided for that purpose and forward it promptly to the Area AS Division.

2 When a Form AD-38, "Purchase Order," is issued to fill a requisition submitted by the PMA State Offices or the Western Regional Laboratory, the Area AS Division shall forward the requisitioning office the pink copy (Fiscal Copy), the green copy (Receipt Copy), a white copy (Requisitioning Office's Copy), and a delivery information slip. The pink copy shall be forwarded by the requisitioning office to the appropriate fiscal office. Upon satisfactory delivery of the material or rendering of service covered by the Purchase Order, the officer in charge of the requisitioning office shall execute the green copy in the space provided for that purpose and forward it promptly to the appropriate fiscal office. The delivery information slip shall be completed and forwarded promptly to the Area AS Division which issued the order. The white copy shall be retained for record purposes by the requisitioning office.

C . When Purchase Order is Issued by Washington AS Division -  
When a purchase order is issued by the Washington AS Division covering delivery to field offices, distribution of copies will be made through the Area AS Division, and handling of copies by the field offices shall

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(VIII C)

be in accordance with paragraphs VIII B 1 and 2 above. Where payment will not be made in Washington field offices covered in Paragraph VIII B 1 will also receive a delivery information slip which shall be completed upon satisfactory delivery of the material or rendering of service covered by the purchase order, and forwarded with the green copy of the purchase order to the appropriate Area AS Division.

D Central Supply Division and Bureau of Federal Supply Requisitions Handled Through Area AS Divisions - When the Central Supply Division or the Supply Centers of the Bureau of Federal Supply make shipments on the basis of requisitions, a copy of the requisition which will serve as a packing slip will be enclosed with the shipment. Upon receipt of the shipment, the officer in charge of the requisitioning office, other than PMA State Offices and the Western Regional Laboratory, shall indicate the date of receipt, sign the requisition and forward it to the appropriate Area AS Division. Where shipments are made to PMA State Offices and the Western Regional Laboratory, the copy of the requisition shall be completed and forwarded to the appropriate fiscal office.

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